MEM	ORANDUM
	Date:
From:	
To:	CNFJ HRO Classifier
Subj:	REQUEST FOR CLASSIFICATION ACTION
	e enclosed position description (PD) is forwarded for classification action. red documents are attached to this memo as indicated on the reverse side.
	Signature/Tel No./E-mail Address of PM Officer/POC
>>>> >>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
	Date:
From:	CNFJ HRO Classifier
То:	
1. () Your request is returned as a complete action.
2. () Your request is returned as an incomplete action as circled on the reverse side.
	Signatura/Tal No. /E mail Address
	Signature/Tel No./E-mail Address of HRO Classifier

CHECK LIST FOR CLASSIFICATION PROCESS

PRIOR TO SUBMISSION, CHECK ALL ITEMS LISTED BELOW

Is PD cover sheet properly completed?	Yes. All items are completed and signed.		
Is this a supervisory or foreman position?	Yes. PD cover sheet, item 6 is completed.No. It is a non-supervisory/non-foreman position.		
Is A Brief PM report attached?	Yes. PM report is attached.		
Is organization chart attached?	Yes. Approved current and/or new organization chart(s) is (are) attached.		
Is functional statement attached?	Yes. Appropriate functional statement is attached.		
Is Task List attached?	Yes. It doesn't exceed 1 page No. Applicable MLC/IHA JD(s) is identified.		
All tasks are over 10%?	Yes. All tasks are grouped to total 10% or more.		
All tasks contain percentages?	Yes. Percentages are assigned to total 100%.		
Are active verbs used?	Yes. Tasks are described by using active verbs.		
Do you want to establish Trainee PD(s) at the same time? Yes. Trainee PD(s) is (are) attached. No. Trainee PD is not necessary.			
Are there any other positions in the organization	 Yes. Impacted PD(s) is (are) attached for review. No. No position is impacted. 		